

Checklist for Motion to Appoint a Parent Coordinator (Decided by a Judge)

- You must complete a form before you file it. These instructions will help you complete the forms.
- Court staff cannot complete a form for you.
- Attach a copy of any document referred to in the form.
- Keep a copy of all documents for your records.
- Attend all court hearings.
- Some forms may not apply in your case.
- Check with your court about local requirements.

This is a checklist for a motion that will be decided by a judge. If the motion will be decided by a court commissioner, use the checklist for motions to a court commissioner.

In [Judicial Districts 1, 2, 3 and 4](#), commissioners are assigned to divorce cases and several other types of family law cases. Motions decided by a judge and motions decided by a commissioner follow different procedures. The documents are not different, but the time for filing them and the procedures for a hearing are. If you are not sure whether your case is assigned to a judge or commissioner, find out. Call the court, or look at the caption of the complaint or petition. If a commissioner's name has been listed in the caption, the motion likely will be decided by a commissioner.

Motions decided by a judge are governed by [URCP 7](#). Motions decided by a commissioner are governed by [URCP 101](#).

(1) Motion to Appoint a Parent Coordinator

- ☐ Print your name and contact information at the top of the first page. Check whether you are the Petitioner or Respondent or the attorney for the Petitioner or Respondent.
- ☐ Complete the heading exactly as it appears in the Petition.
- ☐ Paragraph (2): Print the names of the professionals you are willing to have appointed as parent coordinator. For each person named, attach a Statement of Qualifications completed by that person. If the motion is granted, the court will appoint a parent coordinator suggested by you or the other party or one selected by the court. Name as few or as many people as you want. If you and the other party have agreed on a parent coordinator, name that person.
- ☐ Paragraph (3): Print the number of consultation hours with the parent coordinator that you want the court to order. Explain why this amount of time is needed.
- ☐ Paragraph (4): Print the percent of the parent coordinator's fees that should be paid by you and the percent that should be paid by the other party. Explain why

this split is fair Attach a Financial Declaration and its supporting documents, unless you have already done so.

- ☐ Paragraph (5) describes the normal role of a parent coordinator. If you do not want to limit that role, leave the lines blank. If you want the judge to limit the parent coordinator's role, describe those limits and explain why.
- Paragraphs (6) and (7) are required by Rule 4-509.
- ☐ Attach any required documents and forms.
- ☐ Date and sign the form.
- ☐ Complete the Certificate of Service.
- ☐ Serve the form and attachments on the other party.
- ☐ File the original form, attachments and certificate of service with the court.

(2) Stipulation to Appoint a Parent Coordinator

- If you and the other party agree about appointing a parent coordinator, complete the Stipulation and file it with the Motion.
- ☐ Complete the heading exactly as it appears in the Petition.
- ☐ Paragraph (1): Print the name of the professional you have agreed to have appointed as parent coordinator. Print the number of hours of consultation with the parent coordinator that you have agreed to.
- ☐ Paragraph (2): Print the split of the parent coordinator's fees that you have agreed to.
- ☐ Paragraph (3) describes the normal role of a parent coordinator. If you do not want to limit that role, leave the lines blank. If you want the judge to limit the parent coordinator's role, describe those limits and explain why.
- ☐ Both parties should date and sign the Stipulation, and both parties should keep a copy.
- ☐ Attach the original Stipulation to the Motion and file it with the court.

(3) Memorandum Opposing Motion

- If the other party does not agree to appoint a parent coordinator, they must file a Memorandum Opposing the Motion within 14 days after you file the Motion.
- If the other party files a Memorandum Opposing the Motion, you may file a Reply to that statement. If the other party does not file a Memorandum Opposing the Motion, you may file a Request to Submit for Decision.

(4) Reply to Memorandum Opposing Motion (if applicable)

- ☐ You may file a Reply to the Memorandum Opposing the Motion only to disagree with a topic in the Opposing Statement that you didn't mention in your Motion.

- ☐ If you file a Reply, you must file and serve it within 7 days after the Opposing Memorandum is filed.
- ☐ Print your name and contact information at the top of the first page. Check whether you are the Petitioner or Respondent or the attorney for the Petitioner or Respondent.
- ☐ Complete the heading exactly as it appears in the Petition.
- ☐ Print the number of the paragraph from the Opposing Memorandum that you disagree with. Quote the statement exactly. Explain why you disagree.
- ☐ Attach any required documents and forms.
- ☐ Date and sign the form.
- ☐ Complete the Certificate of Service.
- ☐ Serve the form on the other party.
- ☐ File the original form and certificate of service with the court.

(5) Request to Submit for Decision

- The motion and other documents will not be given to the judge to decide until one of the parties completes and files a Request to Submit for Decision. Either party may file a Request, but someone must do so.
- Do not file the Request to Submit for Decision until after the Reply to the Memorandum Opposing the Motion has been filed or the time for filing has passed. (7 days after the Memorandum Opposing the Motion was served.)
- ☐ Print your name and contact information at the top of the first page. Check whether you are the Petitioner or Respondent or the attorney for the Petitioner or Respondent.
- ☐ Complete the heading exactly as it appears in the Petition.
- ☐ If you want to ask for a hearing, check the box next to “hearing requested.” If there is no hearing, the judge will decide the motion based on the papers that have been filed. If one party requests a hearing and the other party does not, both parties are still allowed an opportunity to present oral arguments, if a hearing is held.
- ☐ Complete the entire form.
- ☐ Date and sign the form.
- ☐ Attach the required documents.
- ☐ Complete the Certificate of Service.
- ☐ Serve the form on the other party.
- ☐ File the original form and certificate of service with the court.

(6) Notice of Hearing

- If you have requested a hearing, call the judge's judicial assistant to find out whether your request has been granted. Schedule the hearing with the assistant and complete this form. Select a date that is convenient for you, the other party and the court. Otherwise, do not file this form.
- ☐ Print your name and contact information at the top of the first page.
- ☐ Check the correct box to show whether the court is the District, Juvenile or Justice Court. Print the judicial district number, the county name and the court address on the blank lines. Complete the heading exactly as it appears in the complaint/petition.
- ☐ Identify Plaintiff/Petitioner and Defendant/Respondent by name and address.
- ☐ Print the name of the motion on the blank line. Print the date and time of the hearing. Print also the judge's name and courtroom number for the hearing.
- ☐ Date and sign the form.
- ☐ Complete the Certificate of Service.
- ☐ Serve the form and any attachments on the other party by one of the methods described in the certificate of service. [URCP 5](#) governs service.
- ☐ File the original form with the court.

(7) Findings of Fact, Conclusions of Law, and Order on Motion

- The Findings of Fact, Conclusions of Law, and Order might be completed at different times, depending on how the case is decided.
- ☐ Print your name and contact information at the top of the first page. Check whether you are the Petitioner or Respondent or the attorney for the Petitioner or Respondent.
- ☐ Complete the heading exactly as it appears in the Petition.
- ☐ Do not complete the rest of the form unless you are told to do so. Sometimes the judge will prepare the order; sometimes the judge will tell the one of the parties to prepare the order.
- ☐ Attach any required documents or forms.
- At the hearing, the judge will decide the issues and will tell one of the parties to prepare the order. Listen carefully to the judge's decision. The order must agree with that decision, and you may have to prepare it.
- ☐ If you are told to prepare the order, complete all of it except the judge's signature. What you write in the order must agree with what the judge decided.
- ☐ Date and sign the proposed order under the phrase: "approved as to form."

- ☐ Serve the order on the other party within 14 days after being told to prepare the order.
- ☐ Complete the Certificate of Service.
- ☐ File the original order and the Certificate of Service with the court within 14 days after being told to prepare the order.
- ☐ The other party has 7 days after the proposed order is served in which to object as to form of the proposed order.